

# Mass Workforce Issuance

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**Workforce Issuance No. 11-64**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** October 7, 2011

**Subject:** **Changes in MOSES Version 32.0**

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**Purpose:** To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with information regarding the new features included in MOSES Version 32.0 that will be released to users when they sign onto MOSES on Thursday, October 13, 2011.

**Background:** MOSES version 32.0 incorporates several updates to the job seeker record and other areas of MOSES. Highlights include: revised Selective Service options; elimination of WIA program hard exits; requirement that job seekers identified as dislocated workers have the work experience tab completed; modifications to the CAP program tab; the addition of 125 new occupations; the removal of all ARRA program references; and additional modifications to Job Seeker records, Employer records and the Events tab. Some of these changes are in response to findings or recommendations from recent DOL reviews of data validation and overall program and reporting processes. Details are provided below.

**Action Required:** IT Coordinators, MOSES Local Experts and One-Stop Career Center Managers should ensure that all MOSES users in their local areas have copies of this document, *Changes in MOSES Version 32.0*.

**Inquiries:** Questions about the MOSES application should be directed to the MOSES Help Desk at 617-626-5656.

## **Description of Changes in MOSES Version 32.0**

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  - f. Job Orders: All entered information in Job Order will populate Job Seeker Employment Services postings.
  - g. Federal Contractor Flag will show for all Federal Contractors being down loaded from Job Central .
  - h. 125 new Occupations
- III.) MOSES Staff View Changes for Events**
  - a. In Participant listing of attendees: New Icon
  - b. Event Categories updated
  - c. Ability to Delete Non-MOSES applicants
  - d. Increased size of Event Description to 1,000 characters
  - e. Increased size of Event Location: Other to 1,000 characters
- IV.) MOSES Staff View Changes for Training (and Courses)**
  - a. Course Approval Status: Displays only Course Approvals / Denials / Inactives of 1 year or less in Approval area.
- V.) MOSES Staff View Changes for Rapid Response**
  - a. Layoff Aversion added to Status table. Able to use it for Search; Advance Search; and Rapid Response Records.
- VI.) MOSES Staff View Changes for CAP / RES Program**
  - a. Three (3) new Goal Types added.
  - b. New Print screen detail.
  - c. Goal of Register in Job Quest can not be Attained if Job Seeker does not have JQ icon / Job Quest registration validated.
  - d. Pop Up Tweak on REA Review.

**VII.) MOSES Staff View Changes for Trade**

- a. New pop ups when separation date not within the petition impact and expiration date.

**VIII.) MOSES Staff View Changes for Scanned Documents**

- a. Updated files most documents now retrievable and viewable

**IX.) MOSES Staff View Changes for JobQuest**

- a. Job Seekers in MOSES will have JobQuest (JQ) icon no matter when they register in Job Quest.

## Description of Changes in MOSES Version 32.0

### I.) MOSES Staff View Changes for Job Seekers

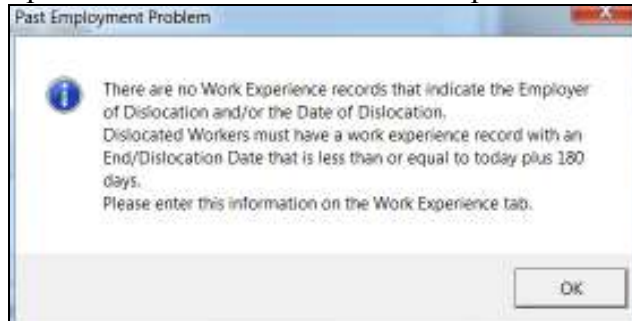
- a. Dislocated Workers require Work Experience tab to be filled out  
a. When Selecting Dislocated Worker either on the Basic tab – Programs area or

The screenshot shows the 'Job Seeker Membership (Cadaver, Kenny)' form. The 'Programs' tab is active, displaying a table with columns for Program Name, Apply Program Status, and History. The 'Work Experience' program is selected. The form also includes sections for General Information, Address, Contact, and Special Accommodations.

- b. On the Full Tab

The screenshot shows the 'Job Seeker Membership (Cadaver, Kenny)' form with the 'Full' tab selected. It includes sections for Additional Information, Education, Migrant Status, and Career Objective.

- c. A pop up appears. Dislocated Workers need to have their Work Experience filled out on the Work Experience tab.



- b. Barriers tab: Youth Requiring Assistance has a text box to fill in
- a. On Barriers tab when using the locally defined Youth Requiring Additional Assistance is selected a text box appears, the staff will be required to put their local workforce investment boards approved definition of Youth Requiring Additional Assistance barrier.

The screenshot shows the 'Youth Requiring Assistance' tab in the Job Seeker Work Experience (Caldwell, Tennessee) application. The 'Barriers' section is active, displaying a list of barriers with checkboxes. The 'Youth Requiring Additional Assistance' checkbox is selected, and a text box is provided for the user to enter the local workforce investment board's approved definition. The 'Eligibility' section is also visible, showing various criteria with checkboxes.

- c. Work Experience tab: End / Dislocation Date (Re-named)
- a. End date updated to End / Dislocation Date.

The screenshot shows the 'Work Experience Details' tab in the Job Seeker Work Experience (Caldwell, Tennessee) application. The 'End / Dislocation Date' field is highlighted, showing the date 11/15/2011. The 'Job Description' section is also visible, showing the job title 'Counselor' and the start date 11/15/2011.

- d. 125 New Occupations Added
- a. 125 New Occupations have been added to Occupation table. Will display occupations in: Job Bank Browse; Job Seeker Work Experience (Occupations); Rapid Response Record Details; and Trade Participant record. (Below are a few samples.)

- e. American Recovery & Reinvestment Act (ARRA) references removed
- All ARRA references have been removed from MOSES. Program funding ended June 30, 2011. No longer in: Job Seeker Services – Employment; Job Seeker – Eligibility ; Job Seeker Basic tab Programs ; and Job Bank Browse. Customer participation in ARRA programs will still display on General Services. (Below are a few samples.)



- a. Three new Categories added to Job Seeker – Testing tab. History (MCAS) ; Science (MCAS); and Career Information System (with all CIS assessments listed).

- g. Program Eligibility changes: Selective Service options Updated
  - a. Selective Service is now only a Yes or No required field to conform to DOL recommendations and suggested practices.

- h. Program Exits: Hard Exits (manually done by staff) no longer allowed. Exits will be done through 90 day Auto exit protocol
  - a. Hard exits (those that staff uncheck the Apply box) are no longer allowed, and therefore attempts to uncheck the Apply box will do nothing. Exits conform to 90 Day Auto Exit process and policy.



Job Seeker Membership (Cadaver, Kenny)

Cadaver, Kenny      SSN: 999-19-9117   ID: 11922230      PE   F   Notes

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Kenny      Middle Initial:

Last Name: Cadaver      Gender: ☒ Male ☐ Female

Date of Birth: 01/01/1980      Military: ☐ Yes ☒ No

Release Information?: ☐ Yes ☒ No      Other Eligible: ☐ Yes ☒ No

**Race / Ethnicity**

☐ White      ☐ Black or African American  
☐ Hispanic or Latino      ☐ American Indian or Alaskan Native  
☐ Asian      ☐ Hawaiian Native or Other Pacific Islander  
☒ Other      ☐ Information Not Available

**Programs**      Last Reportable Service Date: 09/27/2011

Program Name	Apply Program Status	History
WIA Title I - Adult	<input checked="" type="checkbox"/> Enrolled	
WIA Title I - Dislocated Worker	<input type="checkbox"/>	
WIA Title I - Youth	<input type="checkbox"/>	

☐ Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No      Career Center

**Residence Address**      Mailing Address

**Address**

Address: 19 Undead Lane

Country: United States of America

Zip: 01970      City: Salem

State: Massachusetts

☐ Enterprise   ☐ Empowerment   ☐ Renewal

☐ Address Not Available      ☐ Mailing Address different

Confidential: ☐ Yes ☒ No      HITQ Confidential: ☐ Yes ☒ No

**Contact**

Home Phone: 978-609-6666      Email: pdeadie@gmail.com

Other Phone: ( ) -     

Web Address:       ☐ Prefers Email

**Special Accommodations**

beavers he bites and will try and eat your brains

Trade      Eligibility      Match Criteria      Run Match      Eligibility Criteria      OK      Cancel

## II.) MOSES Staff View Changes for Employers

- a. Employer Advance Search : now has “To / From Dates”
  - a. Employer Advanced Search now allows a search for employers whose records were created within a certain time frame.

- b. Employer Search: Cities now separate field, can sort by City / Town
  - a. On Employer Search results the City/Town will be a separate field for sort ability. Making Employers with multiple locations easier to find.

Company Name	Employer ID	Phone Number	Address	FEIN No.
CVS Pharmacy	1184134	(317)217-0882	100 Massachusetts Ave Suite	36-614826
CVS Pharmacy	1184134	(317)217-0882	100 Commonwealth Avenue	36-614826
CVS Pharmacy (P000)	1184134	(317)217-0882	100 Commonwealth Avenue	36-614826
CVS	1184134	(317)217-0882	100 Main Street	36-614826
CVS	1184134	(317)217-0882	100 Main Street	36-614826
CVS Inc	1184134	(317)217-0882	100 Main St	36-614826
CVS	1184134	(317)217-0882	100 NORTH MAIN ST	36-614826
CVS/Cashmark	1184134	(317)217-0882	100 Southbridge Street	36-614826
CVS	1184134	(317)217-0882	100 Southbridge Street	36-614826
CVS	1184134	(317)217-0882	100 Southbridge Street	36-614826

Company Name	Employer ID	Phone Number	Address	FEIN No.
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CVS Inc	1184134	(317)217-0882	100 Main St	36-614826
CVS	1184134	(317)217-0882	100 NORTH MAIN ST	36-614826
CVS/Cashmark	1184134	(317)217-0882	100 Southbridge Street	36-614826
CVS	1184134	(317)217-0882	100 Southbridge Street	36-614826
CVS	1184134	(317)217-0882	100 Southbridge Street	36-614826

c. Talent Quest Icon updated to Job Quest Icon

a. Converted old Talent Quest icon to Job Quest icon

**Employer Search**

Type of Search

- Company Name
- Employee ID
- Phone Number
- PEIN

To enter a new employer click the Add button. Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:  Search

Advanced Search

**Search Results**

Company Name	Employee ID	Phone Number	Address	PEIN No.
BIGSTAR	318254	(508)251-9258	110 Water St	00000
B.O.T.N.C.	318523	(508)632-9485	711 Southbridge st	00000
bravo corp	318624	(508)375-6171	761 clarkston rd	00000
Chadwell	312263	(508)252-1118	380 Chandler Street	00000
CHAO BELLA	318589	(508)502-020	382 Grove Street	00000
Clearnet	318250	(781)444-9874	36 Valuedale Dr	00000
CLC INC	318120	(508)364-0300	31 Apple Street	00000
COMPTON INC	313480	(508)880-0186	321 Newbury Pl	00000
COGO, Inc	313140	(508)459-0208	3 Apple Rd	00000
COIN Group	318112	(508)383-1108	3300 West Park Drive	00000

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Page

Job Order Edit Add Delete Close

d. Programs and Benefits tab: New buttons on Programs; defaults to your Career Center Employer Programs not all Career Center

- a. Employer – Programs and Benefits tab will now display the local career center office programs as the default. Select “Show All Programs” if you wish to see all programs at all career centers.

Employer Registration (Zombos R. Ltd)

Zombos R. Ltd EMPLOYER LOGIN ID: 1000000 Help

General Info | Employer Details | **Benefits** | Account Registration | Programs and Benefits | Employer Services | Closing / Logout

**Programs**

Program Name	Apply:
STPH	<input type="checkbox"/> <b>Yes</b>
STPH EMPLOYER	<input type="checkbox"/> <b>Yes</b>
STPH HHS	<input type="checkbox"/> <b>Yes</b>
Apprentice Training/Worshiper	<input type="checkbox"/> <b>Yes</b>

☒ Show Local Office Programs Only ☐ Show All Programs

**Standard Employee Benefits**

Benefit	Included
No Benefits	<input type="checkbox"/>
Benefits Unknown	<input type="checkbox"/>
DFA	<input type="checkbox"/>
Dobson	<input type="checkbox"/>
Child Care Related Resources	<input type="checkbox"/>
Child Care Services Planning/ment	<input type="checkbox"/>
Clothing Allowance	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>
Education Cost Reimbursement	<input type="checkbox"/>
Employee Discount	<input type="checkbox"/>
In-house Staff Training Programs	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>
Long Term Disability Leave	<input type="checkbox"/>
Maternity/Paternal	<input type="checkbox"/>
Welfare Planning/ment	<input type="checkbox"/>
On-Site Child Care	<input type="checkbox"/>
Paid Holidays	<input type="checkbox"/>
Prescriptions	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>
Short Term Disability Leave	<input type="checkbox"/>

Industry Code Search Job Order **OK** Cancel

Employer Registration (Zombies R! Us) FEBRUARY 22, 2018 10:35:00 AM

General Info | Employer Details | Events | Account Management | **Programs and Benefits** | Employee Services | Closing Layout

**Programs**

Program Name	Apply
EPH	<input type="checkbox"/>
ITEM EMPLOYER	<input type="checkbox"/>
EIT/NEU	<input type="checkbox"/>
Apprenticeship Training/Worship	<input type="checkbox"/>
Employer Apprentice Training WFO	<input type="checkbox"/>
CEO Employee	<input type="checkbox"/>
Apprenticeship Program - Finance	<input type="checkbox"/>
Apprenticeship Program - Retail	<input type="checkbox"/>
Apprenticeship Program - Retail/Service	<input type="checkbox"/>
EIT/NEU Employee	<input type="checkbox"/>
GWSO Special Team Employee St	<input type="checkbox"/>
GWSO TCM	<input type="checkbox"/>
Experimental Pilot Personnel (MP)	<input type="checkbox"/>
IV - CP Service (VIA 2018)	<input type="checkbox"/>

☐ Show Local Office Programs Only ☒ Show All Programs

**Standard Employee Benefits**

Benefit	Include
No Benefits	<input type="checkbox"/>
Benefits Information	<input type="checkbox"/>
401K	<input type="checkbox"/>
Pension	<input type="checkbox"/>
Child Care/Paid Time Off	<input type="checkbox"/>
Child Care Services Reimbursement	<input type="checkbox"/>
Clothing Allowance	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>
Education/First Responder	<input type="checkbox"/>
Employee Discount	<input type="checkbox"/>
In-house Skill Training Programs	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>
Long-Term Disability Leave	<input type="checkbox"/>
Major Medical	<input type="checkbox"/>
Mortgage Reimbursement	<input type="checkbox"/>
On-Site Child Care	<input type="checkbox"/>
Paid Holidays	<input type="checkbox"/>
Prescription	<input type="checkbox"/>
Restaurant Card	<input type="checkbox"/>
Short-Term Disability Leave	<input type="checkbox"/>

Inquiry Guide Search Job Order OK Cancel

e. Employer Job Orders: no more American Recovery & Reinvestment Act (ARRA) references

- a. All ARRA references have been removed from MOSES. Program funding ended June 30, 2011. No longer in: Employer - Employer Services; and Job Orders.

**Employer Services Details**

**Service Details**

► Date: 09/27/2011 ► Service Category:

► Career Center: Hunley/MOGES Unit  ► Type at Service:

Person Contacted:  ► Start: TCART

Next Contact Date: 00/00/0000 ☐ Fee for Service

Summary

Note: Blue Service Details are OSCAR Reportable Services

OK Cancel

[illegible]

f. Job Orders: All entered information in Job Order will populate Job Seeker Employment Services postings

- a. Job Order data entry will pre-populate Job Seeker - Employer Service Referrals.

**Job Order (JOB432) - Customer Service**

**Walgreens Food Market**

**Job Order (JOB432) - Customer Service**

**Job Specification** | **Job Description** | **Payment Information** | **Shift Set** | **Selected Job Seekers** | **Job Order History**

**Company Name:** Walgreens Food Market  
**Company Address:** 1152 S. 20th Ave.  
**Company City:** Portland, Oregon  
**Company State:** OR  
**Company Zip:** 97205  
**Company Phone:** 503.281.1111  
**Company Fax:** 503.281.1111  
**Company Email:** [hr@walgreens.com](mailto:hr@walgreens.com)  
**Company Website:** [www.walgreens.com](http://www.walgreens.com)  
**Company Logo:**

**Job Location:** 1152 S. 20th Ave.  
**Job Location Address:** 1152 S. 20th Ave.  
**Job Location City:** Portland, Oregon  
**Job Location State:** OR  
**Job Location Zip:** 97205  
**Job Location Phone:** 503.281.1111  
**Job Location Fax:** 503.281.1111  
**Job Location Email:** [hr@walgreens.com](mailto:hr@walgreens.com)  
**Job Location Website:** [www.walgreens.com](http://www.walgreens.com)  
**Job Location Logo:**

**Job Description:**  
**Job Title:** Customer Service  
**Job Category:** Retail  
**Job Status:** Open  
**Duration:** Full Time greater than 190 Days  
**Shift Set:** 1152 S. 20th Ave.  
**Created Date:** 5/15/2011  
**Created By:** Walgreens Food Market  
**Modified Date:** 5/15/2011 10:21:30  
**Modified By:** Walgreens Food Market  
**Job Order Number:** 432  
**Openings:** 1  
**Openings Filled:** 0  
**Openings Remaining:** 1  
**Openings Available:** 1  
**Openings Closed:** 0  
**Openings Pending:** 0  
**Openings Rejected:** 0  
**Openings Withdrawn:** 0  
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**Openings Reinstated:** 0  
**Openings Reopened:** 0  
**Openings Recalled:** 0  
**Openings Rejected:** 0  
**Openings Withdrawn:** 0  
**Openings Cancelled:** 0  
**Openings Archived:**

**Employment Services Detail**

**Service Provided**

Service Date: 8/27/2011 Last Update Date: 8/27/2011

Career Center: Middlesex CareerProCenter Skill ID: TLCART

Service Type: Job Referral - Skill Service Result: Filled

Job Order No: 188-488 Employer ID: 1187988

**Employment Details**

Employer: Magness Food Market Phone: 508-541-1200 Union: Yes No

Job Title: Customer Service Benefits: Yes No Apprenticeship: Yes No

Pay By: J8 Pay Unit: End Date: 08/30/2011

Start Date: 08/29/2011 Offer Date: 08/29/2011 End Date: 08/30/2011

Duration: Full Time Over 150 Days Hours/Week: 40.00

**Additional Information**

NAICS: 48111 SIC: 53 Training Required: Yes No

Gender: Male/Female Non-Traditional: Yes No Vertical: Yes No

Sector: Food and Beverage Stores IT Systems Employee: Yes No Sector: Public Private

Industry Group: Grocery Stores Validation Details

Industry: Supermarkets and Other Grocery Except Ca... Occupational Details

US Industry: Supermarkets and Other Grocery Except Ca... Occupational Code: 4810108

Employer Address: 5112 State Street First Line Description/Description of Related Skills Worksite

City: Springfield State: Massachusetts How did Job Seeker learn about the job?

Note: Blue Field Service Details are Federal/DOCCAP Registered Services Employment and Public/Up Services are additionally reported on

Industry Code Search OK Cancel

g. Federal Contractor Flag will show for all Federal Contractors being downloaded from Job Central

a. Federal Contractor Employers from the nightly batch from Job Central to MOSES will display the Federal Contractor flag.

**Employer Search**

Type of Search: Company Name, Employee ID, Phone Number, FICR

To enter a new employer click the Add button. Search for an existing employer by selecting a row in the list, clicking the Search button, and then clicking the Search button.

Search Criteria: Company Search

Search Results

Company Name	Employee ID	Phone Number	Address	FICR No.
HOSCO USA INC	1187988	508-541-1200	5112 State Street	08-10108
Jaro Corp	1187988	508-541-1200	5112 State Street	08-10108
Armed & Dangerous LLC	1187988	508-541-1200	5112 State Street	08-10108
State of America	1187988	508-541-1200	5112 State Street	08-10108
BEUL	1187988	508-541-1200	5112 State Street	08-10108
Boarding	1187988	508-541-1200	5112 State Street	08-10108
BOSTON BECA COOP	1187988	508-541-1200	5112 State Street	08-10108
SP MAGAZINE L.P.	1187988	508-541-1200	5112 State Street	08-10108
SP MAGAZINE L.P.	1187988	508-541-1200	5112 State Street	08-10108

Row 1 of 50

Job Order Edit Add Delete Close

h. 125 new Occupations

a. 125 New Occupations have been added to Occupation table. Will display occupations in: Talent Bank Browse; and Employer Job Orders.

**Job Order (New) - Zentao**

Job Title: Skills, Courses, Education

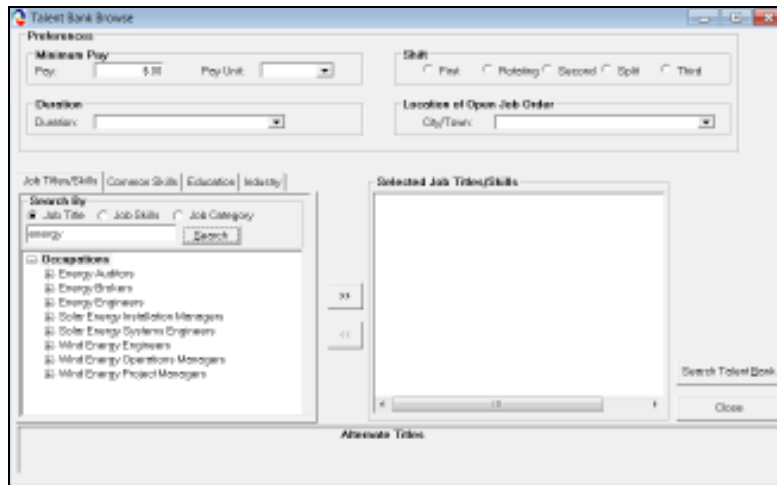
Occupation Title: 125 New Occupations

Selected Job Titles

Title	Months	Count
125 New Occupations	1	1

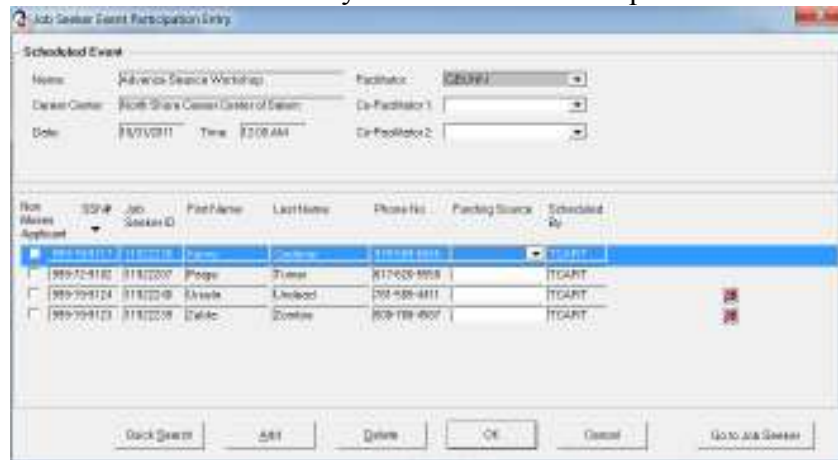
Job Order History

Employee: [Name] OK Cancel

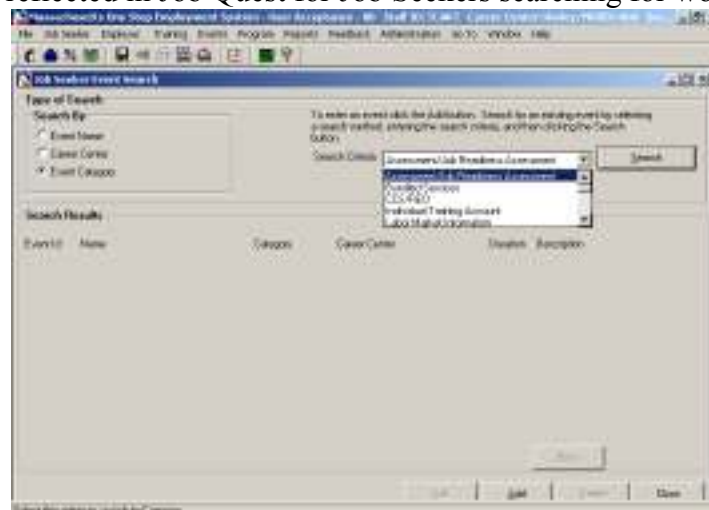


### III.) MOSES Staff View Changes for Events

- a. In Participant listing of attendees: New Icon to Identify Vets  
 a. New icon to identify Veterans in workshops.



- b. Event Categories updated  
 a. Updated and simplified Event Category names. This change is also reflected in Job Quest for Job Seekers searching for workshops and events.



3: Assessment/Job Readiness Assessment

Orientation

Other

Rapid Response Orientation

Recruitment/Job Fairs

Tax/UI/Hearings

4: Assessment/Job Readiness Assessment

Tax/UI/Hearings

Testing

Trade Orientation

Workshops

c. Ability to Delete Non-MOSES applicants

a. Can now delete Non-MOSES Applicants.

Job Seeker Event Participation Entry

Scheduled Event

Name: Career Center Seminar Facilitator: ALANN

Career Center: North Shore Career Center of Salem Co-Facilitator 1:

Date: 10/13/2011 Time: 05:00 PM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By
<input checked="" type="checkbox"/>			Bruce	Campbell	781-744-1235		TCART
<input checked="" type="checkbox"/>			Sam	Polini	617-626-5899		TCART

Quick Search Add Delete OK Cancel Go to Job Seeker

d. Increased size of Event Description to 1,000 characters

a. Event Description box increased to 1,000 characters. (Ideal for Job fair information.)

New

Event Details Funding

Event Information

Event Name:

Event Category:

Career Center: Hurley/MOSES Unit

Duration: 0

Fee Based:

Prerequisite Required:

Career Center Lock:

Funding Restriction:

Event Description: CAN NOW HOLD 1,000 CHARACTERS

Service Type:

Associated Services:

Selected Services

Service Hours

Inactivate Event: Yes No

OK Cancel



- e. Increased size of Event Location: Other to 1,000 characters
- a. Event - Location – Other – Other Location box increased to 1,000 characters. (Ideal for off site Job Fair information.)

The screenshot shows a 'New' event form. The 'Event Information' section includes fields for Event Name, Event Description, Career Center (set to 'Hurley/MOSES Unit'), Location (set to 'Other'), Other Location (with a note 'NOW HOLDS 1,000 CHARACTERS'), Facilitator (set to 'MRMOSES'), Co-Facilitator 1, Co-Facilitator 2 (set to 'JULIA MOSE'), Openings, Date, Time, Recurring, and Instances. There is also a 'Guest Notes' section.

#### IV.) MOSES Staff View Changes for Training (and Courses)

- a. Course Approval Status: Displays only Course Approvals / Denials / Inactives of 1 year or less in Approval area.
- a. Course Approval section will only display approvals /denials / actions with end dates in the last 365 days.

The screenshot shows the 'Training Course' form for 'Hollydale Community College'. The 'Approvals' section displays a table of course approvals with columns for SDA Name, SDA ID, Type, Specific Pending, Status, Start Date, End Date, Changes, and Actions. The table lists three approvals for 'Hollydale Community College' with end dates in 2012.

SDA Name	SDA ID	Type	Specific Pending	Status	Start Date	End Date	Changes	Actions
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel

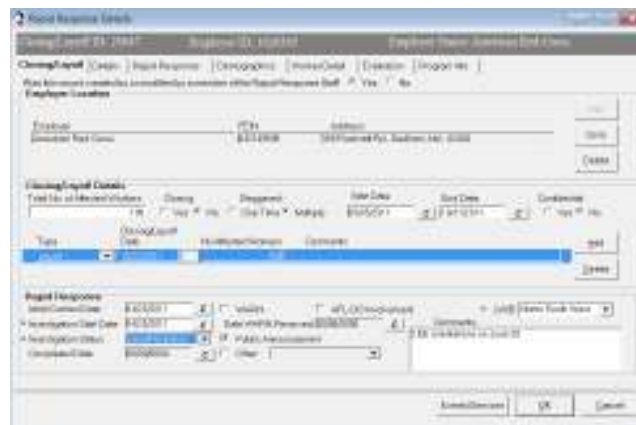
The screenshot shows the 'Training Course' form for 'Marshall's Beauty School'. The 'Approvals' section displays a table of course approvals with columns for SDA Name, SDA ID, Type, Specific Pending, Status, Start Date, End Date, Changes, and Actions. The table lists three approvals for 'Marshall's Beauty School' with end dates in 2012.

SDA Name	SDA ID	Type	Specific Pending	Status	Start Date	End Date	Changes	Actions
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel
ALL	1000000	Trade	Approved	10/1/2011	10/1/2012	1	1	Cancel



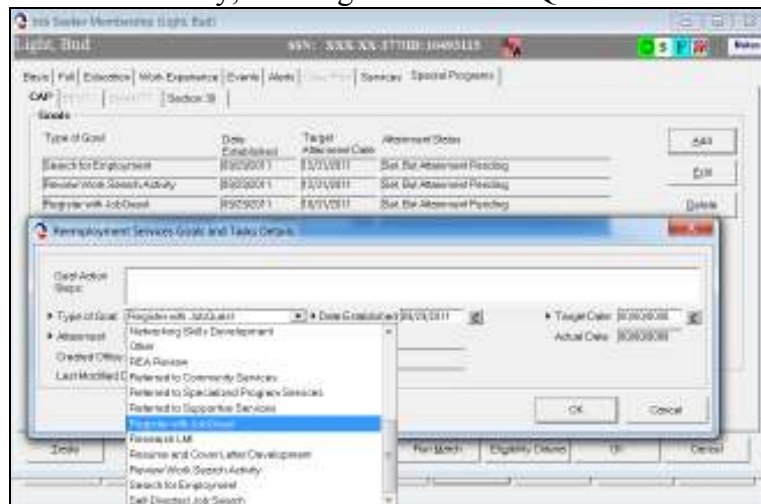
## V.) MOSES Staff View Changes for Rapid Response

- a. Layoff Aversion added to Status table. Able to use it for Search; Advance Search; and Rapid Response Records.
  - a. New Investigation Status added to Rapid Response. Layoff Aversion.



## VI.) MOSES Staff View Changes for Job Seeker CAP tab

- a. Three (3) new Goal Types added.
  - a. 3 new Goal Types added: Search for Employment ; Review Work Search Activity; and Register with Job Quest.



b. New Print screen detail.

- a. Print data option will generate print with job seeker goals and signature area for them to sign and agree to.

The screenshot shows a software window titled "Job Seeker Membership Light, Bud". The "Goals" section contains a table with the following data:

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Search for Employment	05/05/2011	05/05/2011	Set, But Attainment Pending
Review Work Search Activity	05/05/2011	05/05/2011	Set, But Attainment Pending
Register with Job Quest	05/05/2011	05/05/2011	Set, But Attainment Pending

A context menu is open over the "Register with Job Quest" row, showing options: "Print Data", "Print Goals", and "Print Field".

The screenshot shows a form titled "MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM CAREER ACTION PLAN". It includes a table of goals and a signature area.

Goal Type	Goal Status	Target Date	Actual Date	Description	Created By
Basic PC Skills Development	Set, But Attainment Pending	05/05/2011	05/05/2011		Minerva
Research and Cover Letter Development	Attained	06/01/2010	06/01/2010		Minerva
Meet with Job Developer	Set, But Attainment Pending	06/01/2010	06/01/2010		Minerva
Employment Development	Attained	06/01/2010	06/01/2010		Minerva
Interview Preparation	Set, But Attainment Pending	06/01/2010	06/01/2010		Minerva
Job Review	Attained	06/01/2010	06/01/2010		Minerva

Below the table, there is a text area for the customer's signature and a signature area for the staff.

I have assisted in developing the Career Action Plan and I agree with the goals and actions selected.  
I agree to the level of cooperation and participation needed for me to complete this plan, including meeting with Career Center staff.  
I am able, available and actively seeking employment.

Customer Signature: \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

c. Goal of Register in Job Quest can not be Attained if Job Seeker does not have JQ icon / Job Quest registration validated.

- a. For participants who have the goal of "Register with Job Quest", the "Set, but Attainment Pending" status can not be changed to "Attained", if the JQ icon is not on the record.

The screenshot shows a software window titled "Job Seeker Membership Light, Bud". The "Goals" section contains a table with the following data:

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Search for Employment	05/05/2011	05/05/2011	Set, But Attainment Pending
Review Work Search Activity	05/05/2011	05/05/2011	Set, But Attainment Pending
Register with Job Quest	05/05/2011	05/05/2011	Set, But Attainment Pending

A "JQA Warning" dialog box is displayed, stating: "Job Seeker has not registered with JobQuest. Do you want to continue?". The dialog box has "Yes" and "No" buttons.

- d. Pop Up Reminder on REA Review.
  - a. When changing status of “REA Review” from “Set, but Attainment Pending” to “Attained”, Pop Up now lists 3 updated criteria reminder for attainment.



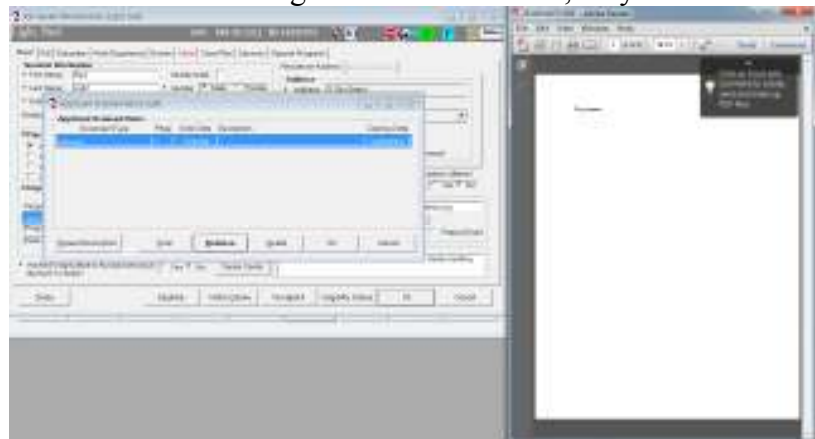
## VII.) MOSES Staff View Changes for Trade

- a. New pop ups when separation date not within the petition impact and expiration date.
  - a. Pop up to say Date of Separation is not within the petitions impact or expiration date.



## VIII.) MOSES Staff View Changes for Scanned Documents

- a. Updated files, most documents are now retrievable and viewable
  - a. When retrieving scanned documents, they should now open.



## IX.) MOSES Staff View Changes for JobQuest

- a. Job Seekers in MOSES will have JobQuest (JQ) icon no matter when they register in Job Quest.
  - a. The JobQuest icon will display on the Job Seeker record regardless of the date of registration in JobQuest. (Prior to this build, only Job Seekers created in JobQuest got the icon.)

The screenshot shows a window titled "Job Seeker Search". It has a "Type of Search" section with radio buttons for "Job Seeker ID", "Last Name", and "Social Security Number". There is a "Search Criteria" field and a "Search" button. Below this is a "Search Results" section with a table. The table has columns: "SSN#", "First Name", "Last Name", "Date of Birth", "Job Seeker ID", and "Address". The first row is highlighted in blue. Below the table is a "Page 2 of 2" indicator and a "Print" button. At the bottom are buttons for "Eligibility", "Eligibility Criteria", "Match Criteria", "Print Eligible", "Delete", "Edit", "Add", "Delete", and "Close".

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address
088-21-3225	Shari	Lyth	03/23/1980	31806706	10 West Howard Way, Boston
088-68-7212	Shari	Lyth	03/23/1980	31806706	10 West Howard Way, Boston